

STEP 1: LOG IN

AUTO DEALER SERVICES DIVISION ALL SERVICES IN.GOV

IN Dealer: Your one-stop source for your license. LOGIN Login Help

WELCOME TO INDIANA DEALER LICENSING

IN.gov Access Indiana - Portal About Getting Started Available Services FAQ & Help

access INDIANA

Welcome to Access Indiana

The State of Indiana's Single Sign-On Portal
Conduct business with ease and security

To use **Dealer Portal** you must have an Access Indiana account.

Don't have an account?

Sign Up for Access Indiana

To use **Dealer Portal** you must have an Access Indiana account.

Sign In with Access Indiana
[Don't have an Access Indiana account?](#)

Email

Continue

Cancel and Return to Dealer Portal

Support & Chat

- If you do not already have an account, select “Sign Up for Access Indiana” to create one
- If you already have a log-in for INBiz, you can use that same log-in information here

STEP 2: SELECT "ONLINE SERVICES"

The screenshot shows a user dashboard titled "MY DASHBOARD". On the left is a vertical navigation menu with icons and labels: "MY DASHBOARD", "ONLINE SERVICES", "MY PROFILE", "FIND MY DEALER LICENSES", "FORMS", "CONTACT US", and "LICENSE APPLICATION". The main content area is divided into four sections: "ALERTS AND ANNOUNCEMENTS", "NOTIFICATIONS", "INVOICES", and "RECENT TRANSACTIONS". A red arrow points from the text "STEP 2: SELECT 'ONLINE SERVICES'" to the "ONLINE SERVICES" menu item.

ALERTS AND ANNOUNCEMENTS [View All](#)

TYPE	SUBJECT	GENERATED DATE
NO RECORDS TO VIEW.		

NOTIFICATIONS [View All](#)

SUBJECT	GENERATED DATE	ACTION
ATTORNEY GENERAL MEMO RE SELF-REPORTING PROGRAM	9/27/2019	
ATTORNEY GENERAL SELF-REPORTING PROGRAM	9/27/2019	
[REDACTED] - RENEWAL LICENSE - 11/1/2019	9/17/2019	
DEALER TRAINING 2019	9/4/2019	
DEALER DIGEST- AUGUST 2019	8/14/2019	

INVOICES [View All](#)

INVOICE #	DATE	DEALER #	DEALER NAME	WORKORDER #	PAYMENT STATUS
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RECENT TRANSACTIONS [View All](#)

DEALER #	DEALER NAME	TRANSACTION TYPE	STATUS	WORK ORDER #	DATE
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STEP 3: SELECT DEALER LICENSE

The screenshot displays a web interface for 'ONLINE SERVICES'. On the left is a dark sidebar with navigation icons and labels: 'MY DASHBOARD' (house icon), 'ONLINE SERVICES' (laptop icon), 'MY PROFILE' (person icon), 'FIND MY DEALER LICENSES' (calculator icon), 'FORMS' (calculator icon), and 'LICENSE' (calculator icon with a red '2' badge). A chatbot window is open at the bottom left, showing a profile picture and the text 'Hey there! How can I help you today?'. The main content area has a dark blue header with 'Dealer Name:' followed by a dropdown menu showing '---Select---' and a downward arrow, and 'Dealer #:' to its right. Below the header, a blue panel contains the text 'Plates on Demand', 'Manage Users', and 'Self Service'. A red arrow points from the right side of the image towards the dropdown menu.

STEP 4: CLICK “SELF SERVICE” AND SELECT “INSURANCE UPDATE”*

The screenshot displays the 'ONLINE SERVICES' web interface. At the top, a dark blue header contains the text 'ONLINE SERVICES'. Below this, a blue navigation bar features a 'Dealer Name:' dropdown menu with '---Select---' and a 'Dealer #' field. The main content area is divided into two columns. The left column, which is highlighted in a darker blue, contains a vertical list of menu items: 'Plates on Demand', 'Manage Users', and 'Self Service'. The right column, which is light gray, contains a vertical list of service options: 'Additional Plate', 'Bond Update', 'Deficiency Documents', 'Insurance Update', 'Plate Inventory', and 'Renewals'. On the far left, a dark gray sidebar contains several icons and labels: 'MY DASHBOARD', 'ONLINE SERVICES', 'MY PROFILE', 'FIND MY DEALER LICENSES', 'FORMS', 'CONTACT US', and 'LICENSE APPLICATION'.

*Only the following users will be able to proceed: Primary, Administrator, Finance/Sales, General Office, or General Plates and Office

STEP 5: REVIEW INSTRUCTIONS AND KEY INFO

INSURANCE UPDATE - INFORMATION 0 LOGOUT

Dealer Name: [REDACTED] Dealer #: [REDACTED]

PLEASE READ BEFORE YOU CONTINUE

Indiana law requires dealers to maintain proof of current insurance with the Auto Dealer Services Division. By completing this transaction, you are requesting the Division to update your insurance information. You will be required to upload a copy of your current proof of insurance.

Proof of Insurance must:

- Reflect the minimum amounts of coverage, as required by Indiana Code 9-32-11-14.
- Specify the name of the dealership as it appears on the license. For example, if your business also has a Doing Business as Name, it must be included on the document.
- Specify the correct physical address for the established place of business of the dealership, not the dealer's offsite corporate office.
- Specify the Indiana Secretary of State as the certificate holder.

If you are updating your insurance in response to a license suspension, please note the following:

- After submission, your insurance must still be reviewed and approved by Division staff before your license can be reinstated.
- The first and second days of each month are typically our heaviest suspension days, so processing and reinstatement may take longer on those days than on a more typical day.
- Once your license is reinstated, it may take an additional 10-30 minutes for your license to show as reinstated on your dealer dashboard.

We understand that license reinstatement is an immediate concern, but we ask for your patience as we process your insurance update. We recommend tracking the status of your insurance update in the "Recent Transactions" widget on your dashboard for real-time updates so you can be back up and running as soon as possible.

Cancel Continue

STEP 6: COMPLETE ALL REQUIRED FIELDS AND SELECT “ADD”

INSURANCE DETAILS

* Name of Insurance Carrier:

* Policy Number:

* Effective Date:

* Date of Expiration:

Is Active:

INSURANCE CARRIER	POLICY NUMBER	EFFECTIVE DATE	DATE OF EXPIRATION	IS NEW	IS ACTIVE	ACTION
SCOTTSDALE INSURANCE COMPANY	CGS0101985	9/5/2020	9/5/2021	NO	YES	
1ST SOURCE INSURANCE INC	123456789	12/1/2020	12/1/2021	YES	NO	

Enter the requested information exactly as it appears on your insurance documentation.

If you are adding a new insurance record, and it is currently in effect, you must click on the "Edit" button next to the row that is currently marked "YES" under the "Active" column. You will need to change the record to "NO," and mark the new record you are entering as Active.

If the coverage provided by the new insurance record you are adding has not yet taken effect, do not change the Active indicator on the current record.

- Only select “is active” if the policy is currently in effect.
- Only one policy can be “active” at a time, but multiple bonds can be added to the table. Policies added with a date set in the future will automatically become “active” on the effective date listed here with no further action required by the dealer.

STEP 7: COMPLETE THE AFFIRMATION AND CONTINUE

INSURANCE DETAILS

* Name of Insurance Carrier:

* Policy Number:

* Effective Date:

* Date of Expiration:

Is Active:

INSURANCE CARRIER	POLICY NUMBER	EFFECTIVE DATE	DATE OF EXPIRATION	IS NEW	IS ACTIVE	ACTION
SCOTTSDALE INSURANCE COMPANY	CGS0101985	9/5/2020	9/5/2021	NO	YES	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
1ST SOURCE INSURANCE INC	123456789	12/1/2020	12/1/2021	YES	NO	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Enter the requested information exactly as it appears on your insurance documentation.

If you are adding a new insurance record, and it is currently in effect, you must click on the "Edit" button next to the row that is currently marked "YES" under the "Active" column. You will need to change the record to "NO," and mark the new record you are entering as Active.

If the coverage provided by the new insurance record you are adding has not yet taken effect, do not change the Active indicator on the current record.

AFFIRMATION

I hereby certify, under the penalty of perjury, that I am authorized to make this application and that the answers and information contained in this application are true and correct.

Application prepared by *: Title *:

STEP 8: ADD THE REQUIRED DOCUMENTS AND SUBMIT

Dealer Name: [REDACTED]

Dealer # [REDACTED]

DOCUMENT TYPE	DOCUMENT	ACTIONS
CERTIFICATE OF INSURANCE : 123456789	COI EXAMPLE.PDF	 

- Proof of Insurance must:
- Reflect the minimum amounts of coverage, as required by Indiana Code 9-32-11-14.
 - Specify the name of the dealership as it appears on the license. For example, if your business also has a Doing Business as Name, it must be included on the document.
 - Specify the correct physical address for the established place of business of the dealership, not the dealer's offsite corporate office.
 - Specify the Indiana Secretary of State as the certificate holder.

OTHER DOCUMENTS

No file chosen

DOCUMENT TYPE	DOCUMENT	ACTIONS
NO RECORDS TO VIEW.		

Troubleshooting:

- **Do you have the appropriate role to complete the transaction?**

You must have one of the following roles: Primary, Administrator, Finance/Sales, General Office, or General Plates and Office

- **Does your dealer license have the right status?**

Your dealer license status must be Valid, Expired, Probation, or Suspended

- **Is your license renewal currently being processed by our office?**

If yes, please submit new bond or insurance information directly to the licensing clerk handling your renewal or to dealers@sos.in.gov.